

North Carolina Agriculture Cost Share Program Review Summary
(April, 2016)

County	<u>Davie</u>	Date of Previous Review/Report	<u>2007</u>
District Staff Name(s)	<u>Melody Patterson, Frankie Singleton</u>	Date	<u>4/19/2016</u>
NRCS Staff Name(s)	<u>Kay Anderson</u>		
Division Representative(s)	<u>Ken Parks, Ralston James</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The board meets the first Tuesday of every month. They do regular scheduled meetings.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Yes. The notices are posted on the district office door and the district’s website.		X			

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<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	The district technician does a site visit on the farm or property to see the resource concerns and what is needed for these concerns.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	The technician helps the client when they only need technical assistance when helping with resource concerns.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes.		X			
<i>Are application motions/decisions recorded in the board minutes?</i>	X				Yes. Looked good.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification for incentives form provided by the division?				X	The district has not done any incentive BMPs recently. The district track the contracts on an Excel spreadsheet. The district is aware of this form and uses it when necessary.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?		X			The district does not have any multiple partners at this time, but will recommend to use an incentive BMP spreadsheet.		X	If the needs arises for the having multiple partners using incentive BMP's, the Board will document this on the spreadsheet used for tracking information on contracts.	When need arises.	Plan of action accepted.
At what point in the application process does the district develop the contract? Describe this process.				X	The application is taken and scored and ranked. When the application is approved then it is rolled into the contracting phase then taken to the board for approval.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				The district technician goes over the contract with the applicant in person and what is expected of the applicant. The applicant is told not to start work until the contract is approved by the division.		X			

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Describe the district/board’s procedure for approving supervisor contracts.	X				The district follows the policy for district supervisors and abstains from voting on the contract and usually steps out of the meeting.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes.		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes. Looked good.		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>		X			No. The district did not record this in the minutes. Recommend to record this in the minutes.		X	The Staff will record in the minutes that the supervisor abstained from discussing his/her own application/contract/RFP and from voting	Immediately	Plan of action accepted.
What procedures do you follow for notifying the applicant that work can begin?				X	The technician calls the applicant and informs them they can start work after the contract is approved by the division.		X			
What information do you provide the applicant?	X				A copy of the contract and all forms are given to the applicant and the technician goes over them again to be sure the applicant understands the contract expectations.		X			

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What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The technician does a site visit with the applicant to ensure the BMP is being is installed correctly and on time to meet the deadline. The DC sometimes goes out with the technician also.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.	X				The district has a 1/3 rd column on the Excel spreadsheet to track this date.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	They have not had to do an extension, but the district knows the process.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	The district technician records that the BMP was installed to standards and spec. in the 6 notes in the contract file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. This is record in the 6 notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			


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Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes. Looked good.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				X	At least the technician, NRCS and one supervisor goes out on spotchecks. These are usually done in May.		X			
How does the district randomly select which contracts to spot check?				X	The technician uses the spreadsheet and picks a random number out of a hat uses that number to go by when selecting the contracts.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes.		X			


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Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	The district does not have any AgWRAP BMPs.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	The district does not have any ag. access roads done.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	The district usually sends an email or calls NRCS when to look at these contracts.		X			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The district has not had a non-compliant BMP recently, but knows the non-compliance policy. The district would notify the applicant in person, but then follows up by a letter.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The supervisors would be notified at the next board.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	N/A		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	N/A		X			
Is the district notifying the division of non-compliance and resolutions?				X	N/A		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										


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How does the district track BMP funds?				X	The district uses an Excel spreadsheet to track these funds.		X			
In what instances does the district use the division on-line (website & CS²) reports?				X	The district uses both of these frequently.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The technician tracks the technical assistance and operating funds. Yes, the district uses the same auditors that the county uses. The last audit was done on December 4, 2015 by Martin and Starnes & Associates, CPAs, PA.		x			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				x	Frankie Singleton		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The technician does the same as funds above.		X			


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Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes.		X			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										


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<div>Contract Number: 30-2006-002</div> <div>Applicant Name: Arnold Weatherman</div> <div>BMP: Drystack</div> <div></div>			X		<div>The drystack was functioning properly, but a corrective action was given due to the drystack not being used for its intended use. There were several non-litter miscellaneous items stored in the structure.</div> <div>The documentation in the file looked good.</div>	X		<div>Spoke to landowner and all non-litter miscellaneous items will be removed from drystack area. Staff will follow up to make sure items have been removed.</div>	<div>Immediately</div>	<div>Plan of action accepted.</div>


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Contract Number: 30-2012-007 Applicant Name: Arnold Weatherman BMP: Poultry Spreader 				X	The BMP is functioning properly and looked good. The contract was missing a ranking form, conservation plan and benchmark measures.		X			

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Contract Number: 30-2009-001 Applicant Name: William Revels BMP: Grassed Waterways 				X	The BMP is functioning properly and looked good. The documentation in the file looked good.		X			

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<div>Contract Number: 30-2012-005</div> <div>Applicant Name: Sugar Creek Farm</div> <div>BMP: Micro-Irrigation</div> <div></div>				X	<div>The BMP is functioning properly and looked good.</div> <div>The documentation in the file looked good.</div>		X			

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Contract Number: 30-2007-005 Applicant Name: Charlie Coy Barnes BMP: Lagoon Closure 				X	The BMP is functioning properly and looked good. The documentation in the contract file looked good.		X			

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<div>Contract Number: 30-2009-020</div> <div>Applicant Name: Eaton Farms, LLC</div> <div>BMP: Cropland Conversion to Grass, Field Border</div> <div></div>			X		<div>The field border was not there due to being sprayed with herbicide. A corrective action was given due to the BMP being out of compliance.</div> <div>The documentation in the contract file looked good.</div>		X			
								Spoke to landowner and Field Border will be replanted in September 2016. Staff will follow up to make sure of replanting	Spoke to landowner after inspection. Plant September 2016	Plan of action accepted. Division staff will follow up on the

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<p>Contract Number: 30-2011-001 Applicant Name: Dew Drop Farm BMP: Drystack, Critical Area Planting</p> 			X		<p>The drystack was functioning properly, but was not being used for its intended use. A corrective action was given due to other non-litter equipment was being stored in the drystack and therefore is out of compliance.</p> <p>The documentation in the contract file looked good.</p>		X			replanting of the field border.
								Spoke to landowner and all non-litter miscellaneous items will be removed from drystack area. Staff will follow up to make sure items have been removed.	Immediately	Plan of action accepted.

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Field Comments: There were 3 corrective actions identified in the field spotchecks of the program review.